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~~SECURITY INFORMATION~~

Nov-1952?

CENTRAL INTELLIGENCE AGENCY  
Office of Research and Reports

DESCRIPTION OF FUNCTIONS

The Office of Research and Reports (ORR) operates under the direction, supervision, and guidance of the Office of the Assistant Director. Staff Support to the office is provided by the Administrative Staff and the Requirements and Control Staff. ORR is divided into three functional units: Economic Research, Geographic Research, and Coordination. (See attached organization chart.)

I. Staff Support.

A. Administrative Staff.

The Administrative Staff is responsible for providing administrative support to the Assistant Director in the formulation and implementation of ORR policies and programs regarding budget, personnel, training, travel, economic consultants, security, administrative services, and other related activities. This staff is also responsible for maintaining liaison with cognizant CIA activities on the above matters, as well as continuing review of the effectiveness and efficiency of operating procedures within ORR in collaboration with the Organization and Method Service.

B. Requirements and Control Staff.

The Requirements and Control Staff consists of two branches: Requirements and Control. The Office of the Chief, Requirements and Control Staff, acts as ORR member and Secretariat for the Economic Intelligence Committee (EIC) Subcommittee on Requirements and Facilities for Collation, which is composed of representatives of the Intelligence Advisory Committee (IAC) agencies. This subcommittee provides guide-type requirements to all IAC agencies for collection of economic intelligence. Liaison and coordination with other CIA requirements staffs is effected by the Office of the Chief. The Requirements Branch provides guidance, coordination, and processing of ORR requests for collection of economic intelligence; maintains liaison with CIA collection components as to sources of intelligence information; initiates, where applicable, the formulation of intelligence request briefs for special requirements projects; and provides operational liaison for ORR personnel to consult other agencies. The Control Branch disseminates all intelligence and administrative material to and from ORR and maintains control records, processes requests for procurement of documents, and participates for ORR in the vital documents program.

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## II. Economic Research.

### A. Chief, Economic Research, and Staff.

#### 1. Chief, Economic Research.

The Chief, Economic Research, formulates programs and policies for the economic research activity in collaboration with the AD/RR and directs, coordinates, and establishes priorities for production of economic intelligence and support for CIA and other intelligence agencies.

#### 2. Advisory Staff.

The Advisory Staff assists the Chief, Economic Research, in his functions, giving special attention to long-range planning of the research program to fill gaps in order of national priority of interest, to critical evaluation and review of ORR and IAC economic intelligence production with an eye to enhancing its quality, and to devising new techniques of analysis and synthesis to be applied by the research divisions.

#### 3. Economic Consultants.

Panels of economic consultants in certain specialized fields are established by the Chief, Economic Research, who insures that the various economic divisions of ORR fully and effectively exploit their fields of specialization.

#### 4. Reports Division.

The Reports Division, which provides in actuality a staff support function to the Chief, Economic Research, consists of two branches: Project Initiation and Control, and Review and Publications. The Project Initiation and Control Branch establishes production priorities and schedules, handles ORR dissemination in coordination with OCD, and maintains the basic files of finished ORR intelligence. It is the recipient of all requests from other offices of CIA or outside agencies for special research projects. The Review and Publications Branch reviews and thoroughly edits as to both content and expression the resultant studies, supervises the mechanics of their publication, and provides specialized editorial assistance to researchers while projects are in process of development.

### B. Economic Research Divisions.

The Economic Research Divisions are Analysis, Materials, Industrial, Services, Technique and Methods, and Strategic. These divisions are responsible for initiation of intelligence requirement requests for collection,

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evaluation of the raw intelligence, and production and coordination of economic intelligence reports on the Soviet Bloc in their respective fields of responsibility. Their programs must fulfill the following economic intelligence objective of CIA and other IAC agencies: (1) establish through continuing basic research the solid background of Soviet Bloc economic intelligence necessary for valid assessment of potentials, capabilities, vulnerabilities, and intentions of the Soviet Bloc and other potential enemies; (2) review continually the economic intelligence material in order to detect substantive gaps in intelligence and initiate requirement requests to fill these gaps; (3) provide continual intelligence support as required by CIA and other IAC agencies for intelligence estimates, operations, and policy formulation; and (4) review the impact on national security of current Soviet Bloc economic developments and assist in estimating probable development of economic strengths in the Soviet Bloc over the next few years. The economic research divisions provide secretariats for all EIC subcommittees. They also exploit intelligence experts outside the government through the medium of panels of economic consultants.

#### 1. Analysis Division.

The Analysis Division consists of four branches: Economic Accounts, Economic Surveys, Capabilities, and Budget and Plans. The Economic Accounts Branch is building and constantly expanding a comprehensive Estimates "File," which is a mechanism for recording and classifying data on Soviet Bloc economic activity in order to provide ready access to economic information in a manner sufficiently flexible to meet varying demands. The Estimate "File" is based on an "OER Standard Classification of Economic Activities" which was constructed by this branch to organize the measurement of economic activity into a systematic order. The Economic Surveys Branch develops and maintains concise and current sections of an Economic Intelligence Handbook containing such descriptive, analytical, and statistical material on the Soviet Bloc economy as is relevant to problems of national security. The Capabilities Branch develops terms of reference and provides guidance and intra/inter-agency coordination of EIC economic research projects. Both the Economic Surveys Branch and the Capabilities Branch provide the central effort in economic research activities of such broad scope as to cross the lines separating the spheres of the basic producing divisions (for example, contributions to national estimates). The Budget and Plans Branch collects, classifies, and analyzes Soviet Bloc economic plans and budgets, together with Soviet internal finance and national income accounting.

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2. Materials Division.

The Materials Division consists of seven branches: Agriculture, Chemical, Ferrous Metals, Non-Ferrous Minerals, Petroleum, Solid Fuels, and Special Commodities. This division is primarily concerned with development and expansion of intelligence information on availability, consumption, and distribution of raw materials and basic commodities in all areas of the Soviet Bloc.

3. Industrial Division.

The Industrial Division consists of eight branches: Ammunition, Capital Goods, Aircraft, Production Equipment, Shipbuilding, Electrical Equipment, Weapons, and Industrial Projects. This division is primarily concerned with producing intelligence information on finished and capital goods, including production rates, stocks, production facilities, investment, plant location, input requirements for production, and consumption rates.

4. Services Division.

The Services Division consists of eight branches: Organization, Trade and Finance, Transportation, Electric Power, Labor, Communications, Construction, and Consumer Goods and Services. This division is primarily concerned with development of basic and current intelligence information and statistical data on the intangible goods of foreign economics, with particular emphasis on the Soviet Bloc. Subjects for research and reports are transportation networks and facilities, communications facilities, internal commercial transactions, export-import trade, supply and utilization of manpower, public utilities, and requirements for consumer goods and services and their impact on the total economy and on a war economy.

5. Techniques and Methods Division.

The Techniques and Methods Division consists of two branches: Analysis and Operations. This division is primarily concerned with exploitation and analysis of [REDACTED] in the Soviet Bloc, in [REDACTED]

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6. Strategic Division.

The Strategic Division consists of five branches: Headquarters, Materials, Industrial Services, International, and Regional. This division provides support to OHR and OCI in the production of current economic intelligence, to ORE in national estimates, and to FI on a project basis in operations.

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### III. Geographic Research.

#### A. Chief, Geographic Research.

The Chief, Geographic Research, coordinates and directs the production of foreign geographic and map intelligence for CIA and other appropriate agencies, photo intelligence and geographic research in support of CIA operations and intelligence production, preparation of intelligence maps, graphic support of CIA activities as required, and maintenance of specialized map reference services for the intelligence community. In his capacity as the Department of State's Special Assistant for Maps, he directs its foreign map procurement program and gives substantive guidance to the Foreign Service Geographic Attaches.

#### B. Geographic Research Divisions.

The Geographic Research Divisions are Geography, Cartography, Map Library, and Photo Intelligence.

##### 1. Geography Division.

The Geography Division consists of seven branches: USSR, Satellites, Far East, Western Europe, Near East Africa, Western Hemisphere, and Territorial Studies. This division promotes coordination of geographic and map intelligence within the intelligence community, provides geographic research support for other CIA intelligence production and particularly for CIA planning and field operations, produces reports and evaluations on foreign mapping activities and on territorial claims and boundaries, provides advice in the interpretation and analysis of geographic information, and coordinates and contributes to comprehensive National Intelligence Survey (NIS) map and chart appraisals.

##### 2. Cartography Division.

The Cartography Division consists of six branches: Europe/Africa Compilation, USSR/Satellites Compilation, Far East Compilation, Development and Construction, Graphics, and Special Support. This division compiles and constructs standard and special maps for intelligence reports, the National Intelligence Survey (NIS), presentation purposes, and other specific requirements of CIA and other intelligence agencies. It designs and prepares graphics and other visual aids as required.

##### 3. Map Library Division.

The Map Library Division consists of three branches: Procurement, Reference, and Processing. This division maintains a current working

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reference collection of maps, atlases, and related materials on foreign areas; coordinates inter-agency requirements for domestic and foreign map procurement; and assists the Chief, Geographic Research, in preparation of instructions relating to map procurement abroad.

4. Photo-Intelligence Division.

The Photo-Intelligence Division consists of two branches: Industrial and Geographic. This division exploits intelligence provided by aerial and ground photography in support of economic and industrial intelligence research and CIA planning and field operational requirements.

IV. Coordination.

A. Chief, Coordination Staff.

The Chief, Coordination Staff, provides policy and operational guidance and direction to the Coordination Staff Divisions in their production and coordination of intelligence in their various fields of responsibility.

B. Coordination Staff Divisions.

The Coordination Staff Divisions are the Economic Intelligence Committee Secretariat, the Basic Intelligence Division, and the Economic Defense Division.

1. EIC Secretariat.

The Economic Intelligence Committee (EIC) is composed of representatives of the six agencies charged with primary responsibility for foreign national security intelligence. Approximately 20 other agencies are invited to sit with the EIC on particular problems relevant to their interests or competence. The AD/NS serves as Chairman of the EIC and provides the Secretariat. In support of the EIC responsibilities for coordination in the entire foreign economic field, reference service on specific economic intelligence problems, and identification of gaps in economic intelligence information relating to the national security, the Secretariat prepares in large part survey guides, drafts of summary research studies and reports, surveys, terms of reference, inter-agency agreements, and solicits and consolidates agency views on various committee problems. In addition, it provides to the EIC, its subcommittees, and working groups the usual services of a Secretariat such as preparation and reproduction of agenda, minutes, papers, etc.

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## 2. Basic Intelligence Division.

The Basic Intelligence Division consists of three branches: Regional Review, Editorial, and Publication. This division administers the National Intelligence Survey (NIS) program, which is designed to provide a concise digest of basic intelligence drawn from all intelligence producing government agencies. To perform this function effectively, this division, in collaboration with appropriate agencies, (a) ascertains interdepartmental interests in basic intelligence; (b) establishes requirements for collection, production, and maintenance; (c) determines policies and procedures, allocations of production responsibilities, production and maintenance schedules, and dissemination requirements; (d) coordinates the efforts of the producing components; and (e) reviews, edits, and publishes the finished NIS material.

## 3. Economic Defense Division.

The Economic Defense Division consists of four branches: Export Control, Economic Measures, Arms, and Commodities. This division (a) provides economic intelligence reports pertaining to the Soviet Bloc for use in economic defense policy and program activities. In conjunction with the intelligence production activity, this division represents CIA on the Interagency Advisory Committee on Export Policy, the operating Committee and the R-Procedure Committee to provide economic intelligence support to the administration of US security export controls, and US negotiations for international security export controls; (b) provides CIA representation on the Economic Defense Advisory Committee and numerous working groups; and (c) provides the Chairman and executive secretary for the IAC Intelligence Working Group, which is designed to provide additional economic intelligence support for policy-making and operations in the economic defense field.

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